



2008 and Beyond...

What Do the Upcoming Retirements Mean to You?

Kentucky State Government is anticipating large numbers of retirements this year. No matter how this year's retirements will impact you and your family the Personnel Cabinet has a variety of resources to assist you.

If you are planning on Retiring

1. You need to contact the ***Kentucky Retirement Systems*** (KRS) to determine your options for retirement. Please refer to <http://www.kyret.com/contactKRS.htm> for contact information for KRS. Once you make a decision regarding your retirement, please contact your Human Resource Administrator. Refer to our Agency Personnel and Payroll Staff Listing at <http://personnel.ky.gov/NR/rdonlyres/28E34730-D5D7-4D50-9260-A2534C4109B9/0/PersPayList1.pdf> for a complete listing of agency Human Resource Administrators.
2. ***The Kentucky Public Employees Deferred Compensation Authority***
To defer your payment(s) for accumulated leave (compensatory and annual) time to Kentucky Deferred Compensation (KDC) be sure to contact them **60 days** in advance of your planned retirement date.
 - You must complete and sign a Participation Agreement far enough in advance for Kentucky Deferred Compensation to notify your payroll department prior to the issuance of the check(s) for your accumulated leave. Merely notifying KDC of your intention will not allow you to defer any payment for accumulated leave.
 - An extremely heavy workload is anticipated throughout 2008 and by making an appointment with the Marketing Staff and providing KDC with 60 days advance notice of your intention to retire you help ensure you receive the service you need.
 - To transfer dollars from your KDC account to KRS, KTRS, Legislative or Judicial Form Retirement in order to purchase service credit, you will need to submit the Direct Transfer/Rollover form to KDC.
 - Note: Any purchase of service credit begins with your retirement system. You will need to make an appointment with them and obtain the necessary forms and cost calculation information before Kentucky Deferred Compensation can assist you.



For further information on deferring accumulated leave or using your Kentucky Deferred Compensation account to purchase service credit, please call their Customer Service Center, toll free, at 1-800-542-2667, or in Frankfort at 573-7925.

3. Often there's much that goes into planning for retirement from a fiscal standpoint. Very few employees spend time planning for the psychological/emotional issues which occurs with retirement. Planning for a healthy transition is critical with all major life changes, even good change can be stressful. The ***Kentucky Employee Assistance Program (KEAP)*** offers an educational tool that highlights important issues to consider so you can make the healthiest transition into retirement, <http://personnel.ky.gov/programs/keap/retirees.htm>. If a more in depth look at these issues is desired prospective retirees may contact KEAP at 1-800-445-5327 or 502-564-5953 to speak with a counselor one-on-one.
4. ***The Kentucky Employees Health Plan (KEHP)***
As you retire (under 65 and not eligible for Medicare) keep in mind the following information pertaining to your health insurance benefits:
 - Your health insurance benefits will transition without a break in coverage. To ensure a smooth transition however, you must complete a Health Insurance Application and submit it directly to your retirement system.
 - If you are enrolled in the Commonwealth Select plan, you will be required to make a new insurance election as the Commonwealth Select plan is not available to retirees.
 - If you have an HRA (with the Commonwealth Select plan or a waiver) and/ or an FSA and have not incurred enough expenses prior to your retirement date to deplete your funds, the remaining balance in your HRA and/or FSA will be forfeited upon retirement.
 - If you are enrolled in the Commonwealth Select plan and you have the cross-reference payment option, your spouse will retain any HRA funds if they are actively at work.

For more information, please contact your retirement system.

If you are a Manager or a Member of the Continuing Workforce

1. The **Governmental Services Center (GSC)** provides assistance in developing workforce plans. We can help to identify the importance of strategically anticipating workforce changes through workshops like: Workforce Planning, Strategic Planning, Structural Behavioral Interviewing, Performance Matters, and Introduction to Supervision. These workshops can offer basic planning steps, what questions to ask, identify what issues to consider, and strategies to effectively accomplish an action. We offer tools (i.e., Knowledge Management Transfer Plan) to identify appropriate workload staffing levels and justify budget allocations so that organizations can meet objectives.



2. As friends and co-workers transition out of state government, dealing with an increased workload can be a challenge. This, plus the stressors of everyday life, can lead to a sense of being overwhelmed. Before issues pile up, you may want to seek out the resources of **KEAP Program**. To talk to a counselor confidentially, employees may call 502-564-5788 or 1-800-445-5327. KEAP focuses on individuals and their own personal issues that may impact job performance. It also coaches supervisors on how to identify and refer troubled employees. KEAP regularly helps employees improve coping skills when job stress is related to poor work environment/organizational dynamics.
3. **The Kentucky Employee Mediation Program (KEMP)** is an excellent way for remaining staff to discuss how the changes affect each employee (taking on extra duties, reporting to a different supervisor, etc.) before misconceptions and resentments begin to surface. Mediation can be used as a preventive measure, as well as a remedy when things have gone awry.
4. Both KEAP and KEMP receive calls from supervisors and employees who want recommendations, tools, and resources. KEAP, KEMP, GSC and the Personnel Cabinet's Office for Diversity and Equality are developing teams who will travel to worksites and make recommendations that could increase productivity, reduce the number of stress-related sick days, and retain employees. Managers who are interested in receiving this service for their agency may call 1-800-445-5327 or 502-564-5974.

Returning Retirees

1. If you retire and determine you still have a desire to continue working, state employment may be an option for you. You will need to contact the Kentucky Retirement Systems to determine whether your employment with state government will affect your retirement benefits. If you decide to apply to a position with state government, you will need to apply to vacant positions posted on the Personnel Cabinet's website through the **Career Opportunities System (COS)**. You can apply for positions of interest anytime 24 hours a day, seven days a week during the ten (10) day posting through COS.
2. Remember, if you are a returning retiree, you are no longer an Internal Mobility Candidate nor do you have Reinstatement privileges.

For more information pertaining to COS access the Personnel Cabinet's website at <http://www.personnel.ky.gov/employment/>

